



JOB OPPORTUNITY

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Announcement Number: 08-695
Position Title: Printing Plant Worker
Series and Grade: KX-3502-01
Salary Range: \$16.49- \$19.17 PH Plus 10% Night Rate
Promotion Potential: None
Opening Date: 10/21/08
Closing Date: 11/05/08
Location of Position: Plant Operations
Office of the Production Manager
Press Division
Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 2 (3:30 p.m. – 12:00 a.m.)
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

The incumbent of this position performs the following duties in support of press operations. Reads job jacket for identification of paper stock, ink, plates, and materials. Maintains all stock, plates, ink, and materials needed to complete jobs and notifies pressperson when supplies are low and need to be reordered. Prepares stock for printing by removing wrap and positioning accurate amount into feeding unit and removes finished work from press area and delivers to instructed location. Assists pressperson in removing and installing blankets and press rollers and is responsible for banding and disposing of used plates. Responsible for keeping work area clean and orderly by wiping down presses including, but not limited to, cleaning the ink fountain, metering rollers, and impression (back) cylinder; cleaning up oil, ink, and paper dust; disposes of trash; emptying waste oil drums; and handling security waste, as directed. Ensures that batteries on materials handling trucks are charged and delivers or moves skids and pallets from other sections; disposes of broken skids, pallets, and other debris. Signs for delivered stores items and paper stocks; retrieves materials from Central Receiving and other specified locations. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: **Ability to do the work of a Printing Plant Worker with normal supervision.** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Printing Plant Worker. These duties require the ability to perform manual labor duties and the ability to gather and move supplies and equipment.

HOW YOU WILL BE EVALUATED:

Candidates meeting the minimum qualifications above will be further evaluated based on the basis of information obtained from the attached special application form. Your overall background including experience, training, education, and awards will be reviewed in determining the degree to which you possess the knowledge, skills, and abilities (KSA) listed in the job elements below which are considered essential to successful job performance. When responding to the special application questions, please be

sure to provide complete responses. You should submit separate narrative response statements for each job element with your application package.

Job Elements for this position:

1. Ability to do the work of a Printing Plant Worker with normal supervision. (**SCREEN OUT ELEMENT**)
2. Ability to follow oral and written instructions.
3. Ability to clean and maintain materials, supplies and equipment.
4. Ability to stack and load items.
5. Knowledge of general safety practices.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information Please Contact:

HC Operations
Tyrea M. Mitchell
Phone: (202) 512-1237
TDD: (202) 512-1519

**To confirm receipt of your application, call:
202-512-1117.**

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

SPECIAL APPLICATION FORM

Special Application for the Following Vacancy:

Printing Plant Worker, KX-3502-01
 Plant Operations
 Production Department
 Press Division
Shift 2 (3:30 p.m. – 12:00 a.m.)

Vacancy Announcement Number: 08-695

Open: 10/21/08

Close: 11/05/08

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.
Please PRINT LEGIBLY or TYPE.

1. Have you ever been in a position requiring you to perform manual labor duties?

_____ Yes _____ No

If yes, please answer the following:

a. What were some of your duties?

b. Where did you acquire this experience?

c. What period of time did you perform these duties?

_____ Years _____ Months

2. Have you ever been in a position requiring you to gather or move supplies or equipment?

_____ Yes _____ No

If yes, please answer the following:

a. What types of supplies or materials did you gather and/or move?

b. What were your specific responsibilities?

c. Where did you acquire this experience?

d. What period of time did you perform these duties?

_____Years _____Months

3. Have you ever worked in a job where you had to follow oral or written instructions?

_____Yes _____No

If yes, please explain in detail:

a. Give two examples of any **oral** instructions you had to follow to get a job done.

b. Give two examples of any **written** instructions you had to follow to get a job done.

4. Have you work in a position requiring you to clean or maintain materials, supplies or equipment?

_____Yes _____No

If yes, please answer the following:

a. What types of supplies or materials did you clean and/or maintain?

b. What were your specific responsibilities?

c. Where did you acquire this experience?

d. What period of time did you perform these duties?

_____Years _____Months

5. Have you been in a position where you had to stack or load items?

_____Yes _____No

If yes, please answer the following:

- a. What types of items did you stack or load?

- b. Did you stack or load these items by hand or by using equipment? (Please specify how you stacked or loaded each item listed above).

- c. What were your specific responsibilities?

- d. Where did you acquire this experience?

- e. What period of time did you perform these duties?

_____Years _____Months

6. Have you ever worked in a position which required you to observe safety rules?

_____Yes _____No

If yes, please answer the following:

- a. Tell about work you did where you had to observe safety rules to avoid injury to yourself and others.

- b. Tell about work you did where safety during operations was required.

- c. Where did you acquire this experience?

- d. How long did you perform this work?

_____ Years _____ Months

7. Have you ever received an award while working for the Federal Government? Yes No

If yes, please check the appropriate boxes below as to the type of award(s) received. For each award please specify the year(s) in which it was received and if it was a Cash Award.

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
<input type="checkbox"/> Outstanding Performance Award	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Special Achievement Award	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Quality Step Increase	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Approved Suggestions	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other GPO Awards (Give Names)		
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Have you ever taken any courses or training that was directly related to the position for which you are applying? Yes No

If yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate Received</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____